

Provider Imaging

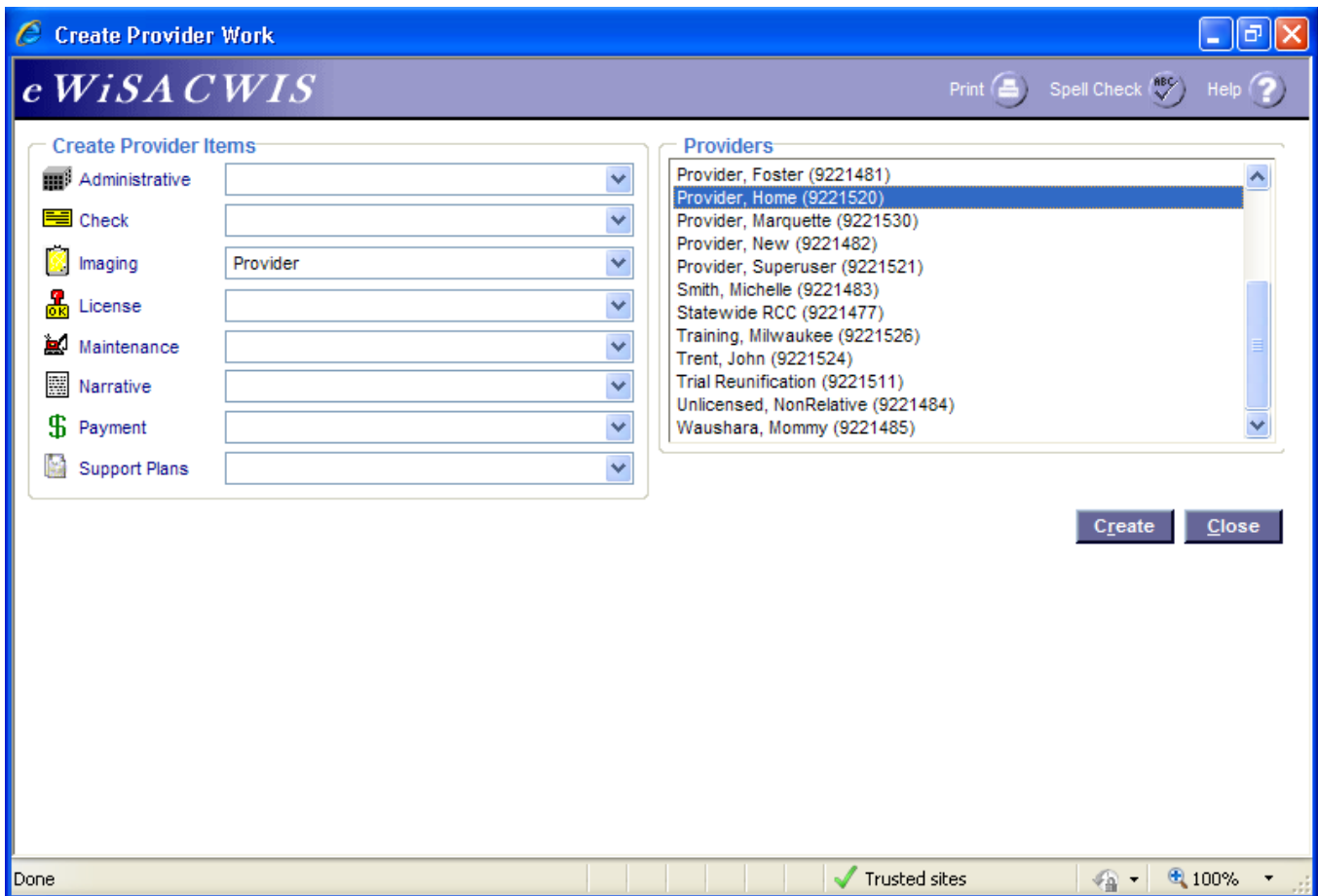
Note: In order to add images, an assignment to the provider is not needed. However, additional security is needed for the Imaging Search page.

Note: Please see the Background Check Imaging Quick Reference Guide on how to add background checks to provider members.

If you have an assignment to the provider:

1. From your desktop, click on the Provider Work icon . This will open the Create Provider Work page.

On the Create Provider Work page, select the appropriate Category from the Imaging drop-down, select the Provider, and click Create. This will open the Imaging page.



Create Provider Work

eWiSACWIS

Print Spell Check Help

Create Provider Items

- Administrative
- Check
- Imaging (Selected)
- License
- Maintenance
- Narrative
- Payment
- Support Plans

Imaging dropdown: Provider

Providers

- Provider, Foster (9221481)
- Provider, Home (9221520) (Selected)
- Provider, Marquette (9221530)
- Provider, New (9221482)
- Provider, Superuser (9221521)
- Smith, Michelle (9221483)
- Statewide RCC (9221477)
- Training, Milwaukee (9221526)
- Trent, John (9221524)
- Trial Reunification (9221511)
- Unlicensed, NonRelative (9221484)
- Waushara, Mommy (9221485)

Create Close

Done Trusted sites 100%

2. On the Imaging page, enter the Date of the Document and select a Type.

Imaging - Windows Internet Explorer

eWiSACWIS Print Spell Check Help

Provider Details

Provider: Provider, Home (9221520) Worker: Jenny Weber

Image Details

Date of Document: 00/00/0000

Category: Provider

Type: [Dropdown]

File Name: [Text Field] Browse...

Comments: [Text Area]

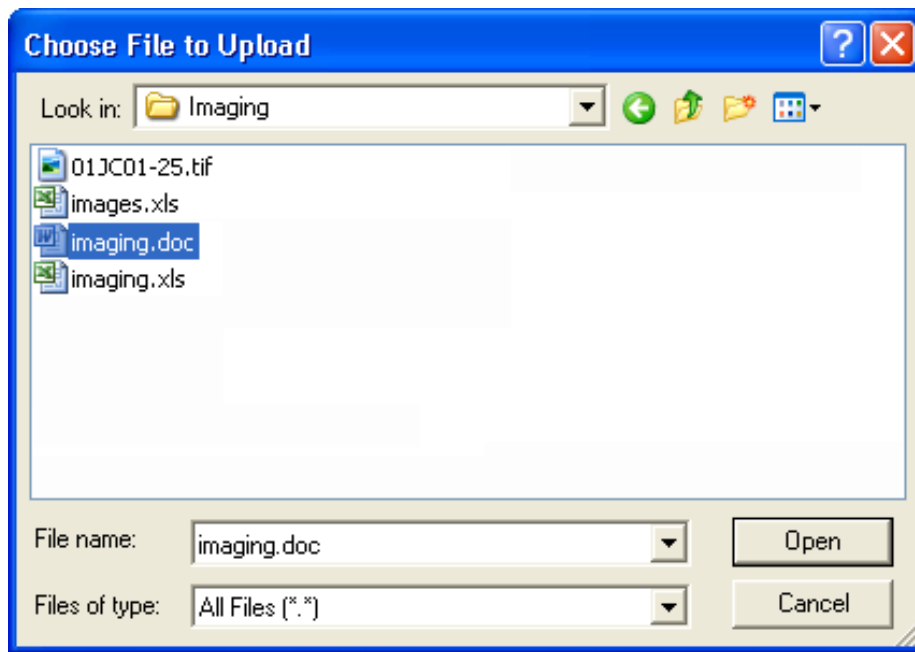
Last Updated By: [Text Field] Delete

Create Save Close

Done Trusted sites 100%

3. To attach a previously scanned document, select the Browse button. This will open the Choose File to Upload pop-up page.

4. Select the scanned file from the appropriate location/folder. Once the file is selected, click the Open button.



Note: Files must contain the following extensions in order to be attached: bmp, jpg, jpeg, rtf, doc, docx, xls, xlsx, tiff, tif, and pdf and cannot exceed 10 MB.

5. Prior to saving the Imaging page, you can view the document by selecting the View hyperlink next to the File Name.

The screenshot shows a web browser window titled "Imaging - Windows Internet Explorer". The page header features the "eWiSACWIS" logo and navigation links for "Print", "Spell Check", and "Help". The main content area is divided into two sections: "Provider Details" and "Image Details".

Provider Details:

- Provider: Provider, Home (9221520)
- Worker: Jenny Weber

Image Details:

- Date of Document: 10/01/2010
- Category: Provider
- Type: Foster Home Study (selected from a dropdown menu)
- File Name: imaging.doc [View](#)
- Comments: (empty text area with up/down arrows)
- Last Updated By: (empty field)

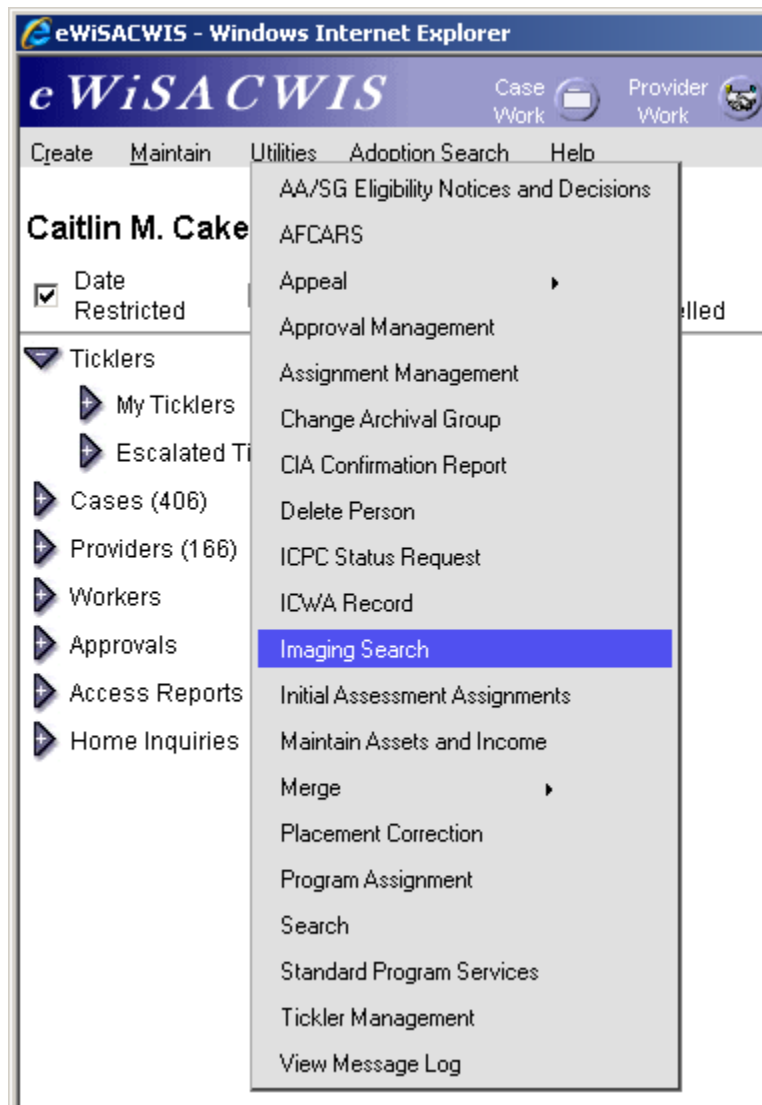
At the bottom right of the form are three buttons: "Create", "Save", and "Close". A "Delete" button is located near the "Last Updated By" field. A "Browse..." button is next to the File Name field.

The browser's status bar at the bottom shows "Done", "Trusted sites" with a green checkmark, and a zoom level of "100%".

6. Enter any comments in the Comments field.
7. When all required fields have been completed, click Save. After clicking save, your name will appear in the Last Updated By field.
8. At this point, you can add a new image for this provider by selecting the Create button. If the image is incorrect for any reason, click Delete to remove the image.

If you do not have an assignment to the provider:

1. From the desktop, click Utilities > Imaging Search. This will open the Imaging Search page.



2. On the Imaging Search page, select Provider in the Search by drop-down. This will open the Provider Search page.

The screenshot shows a web browser window titled "Imaging Search - Windows Internet Explorer". The page header includes the "eWiSACWIS" logo and navigation links for "Print", "Spell Check", and "Help". The main section is titled "Search Criteria" and contains the following fields:

- Search by:** A dropdown menu with a downward arrow, currently open to show three options: "Case", "Person", and "Provider".
- Name:** A text input field.
- Start Date:** A date field containing "12/07/2009".
- End Date:** A date field containing "12/07/2010".
- Category:** A large text area.
- Type:** A large text area.

Below the "Category" and "Type" fields, there is a note: "Hold down the 'Ctrl' key for multi-selection". A "Search" button is located at the bottom right of the "Search Criteria" section. Below this is a "Results" section, which is currently empty. At the bottom of the page, there are "Create" and "Close" buttons. The browser's status bar at the very bottom shows "Done", a "Trusted sites" indicator with a green checkmark, and a zoom level of "100%".

3. On the Provider Search page, enter the Provider Name or Provider ID to conduct your search and click Search. In the Providers Returned group box, select the radio button next to the correct provider and click the Continue button.

Provider Search -- Webpage Dialog

eWiSACWIS Print Spell Check Help

Search Criteria

Provider Name: First Name: Provider ID:


Parent Agency ID: Provider Type: ☐ Search Providers of Parent Agency

Site #: County: ZIP Code:

☒ Date Restricted ☐ View Not Approved/Cancelled Search Precision:

Record 1 to 1 of 1

Providers Returned

☒  Provider, Foster (9221481)

Open Foster Home 09/17/2007 Worker, State T., Jr. Milwaukee Des: Milwaukee License Status: Closed

4. This will bring you back to the Imaging Search page. The page will now display all scanned documents for the provider. The results will display all documents from the past year, unless the Start Date and End Date have been changed. To add a previously scanned document, select the Category and Type of document. Click Create.

Imaging Search - Windows Internet Explorer

eWiSACWIS Print Spell Check Help

Search Criteria

Search by: **Provider** Name: Provider, Foster (9221481) [Provider Search](#) Start Date: 12/07/2009 End Date: 12/07/2010

Category: **Provider** Type: **Fire Evacuation Plan**

Background Check
Licensing
Licensing Appeal
Provider

Adoption Placement Agreement
Correspondence
Fire Evacuation Plan
Foster Home Study
Other - Provider
Placement Agreement

Hold down the 'Ctrl' key for multi-selection **Search**

Results

Category	Type	Participant	Date	File Name	
Background Check	DOJ	Provider, Harry V.	10/18/2010	478front.jpeg	Edit

Record 1 to 1 of 1 **Create** **Close**

Done Trusted sites 100%

5. On the Imaging page, enter the Date of Document.
6. If you did not select the Type on the Imaging Search page, select the Type.

The screenshot shows a web application window titled "Imaging -- Webpage Dialog". The header bar is blue and contains the "eWiSACWIS" logo on the left and navigation links for "Print", "Spell Check", and "Help" on the right. The main content area is divided into two sections: "Provider Details" and "Image Details".

Provider Details:

- Provider: Provider, Foster (9221481)
- Worker: Jenny Weber

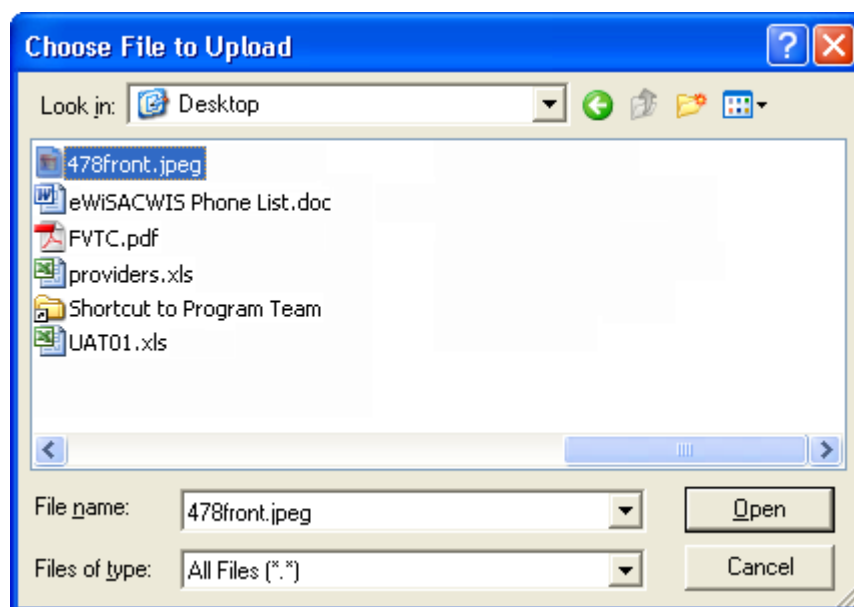
Image Details:

- Date of Document: 12/02/2010
- Category: Provider
- Type: Fire Evacuation Plan (selected from a dropdown menu)
- File Name: [Empty text box] Browse...
- Comments: [Empty text box with up/down arrows]
- Last Updated By: [Empty text box]

At the bottom right of the form, there are three buttons: "Delete", "Create", "Save", and "Close".

7. To attach a previously scanned document, select the Browse button. This will open the Choose File to Upload pop-up.

8. Select the scanned file from the appropriate location/folder. Once the file is selected, click the Open button.



Note: Files must contain the following extensions in order to be attached: bmp, jpg, jpeg, rtf, doc, docx, xls, xlsx, tiff, tif, and pdf and cannot exceed 10 MB.

9. Prior to saving the Imaging page, you can view the document by selecting the View hyperlink next to the File Name.

A screenshot of a web application window titled "Imaging -- Webpage Dialog". The header features the "eWISACWIS" logo and navigation links for "Print", "Spell Check", "Help", and a "REC" status indicator. The main content area is divided into two sections: "Provider Details" and "Image Details". The "Provider Details" section shows "Provider: Provider, Foster (9221481)" and "Worker: Jenny Weber". The "Image Details" section contains several form fields: "Date of Document" set to "12/02/2010", "Category" set to "Provider", "Type" set to "Fire Evacuation Plan", and "File Name" set to "478front.jpeg" with a "View" hyperlink next to it. Below the file name is a "Browse..." button. There is also a "Comments" text area and a "Last Updated By:" label. At the bottom right, there are four buttons: "Create", "Save", "Close", and "Delete".

10. Enter any applicable Comments.
11. When all required fields have been completed, click Save. After clicking save, your name will appear in the Last Updated By field.
12. At this point, you can add a new image for this provider by selecting the Create button. If the image is incorrect for any reason, click Delete to remove the image.
13. By clicking the Create button, this will open the Imaging page with the same Category selected.

Imaging -- Webpage Dialog

eWiSACWIS Print Spell Check Help

Provider Details

Provider: Provider, Foster (9221481) Worker: Jenny Weber

Image Details

Date of Document: 00/00/0000

Category: Licensing

Type:

File Name: Browse...

Comments:

Last Updated By: Delete

Create Save Close

14. Enter the Date of Document.
15. If applicable, update the Category.
16. Select the Type.
17. To attach a previously scanned document, click the Browse button.
18. On the Choose File to Upload page, select the scanned file from the appropriate location/folder. Once the file is selected, click the Open button.

19. When all required fields have been completed, click Save. After clicking save, your name will appear in the Last Updated By field.
20. Click Close.
21. You will return to the Imaging Search page. The page will display all scanned images for the selected Category and Type for the provider. To view the image for a particular result, click on the blue hyperlink in the File Name column to access the scanned document directly, or click the Edit hyperlink to access the associated Imaging page .To add additional scanned documents, repeat the above steps.

Imaging Search - Windows Internet Explorer

eWiSACWIS Print Spell Check Help

Search Criteria

Search by: **Provider** Name: Provider, Foster (9221481) [Provider Search](#) Start Date: 12/13/2009 End Date: 12/13/2010

Category: **Provider** Type: Fire Evacuation Plan, Foster Home Study, Other - Provider, Placement Agreement, Private Insurance Information, Purchase of Service Contract

Hold down the 'Ctrl' key for multi-selection **Search**

Results


Category	Type	Participant	Date	File Name	
Provider	Fire Evacuation Plan	n/a	12/02/2010	478front.jpeg	Edit
Provider	Private Insurance Information	n/a	12/02/2010	imaging.doc	Edit

Create Close

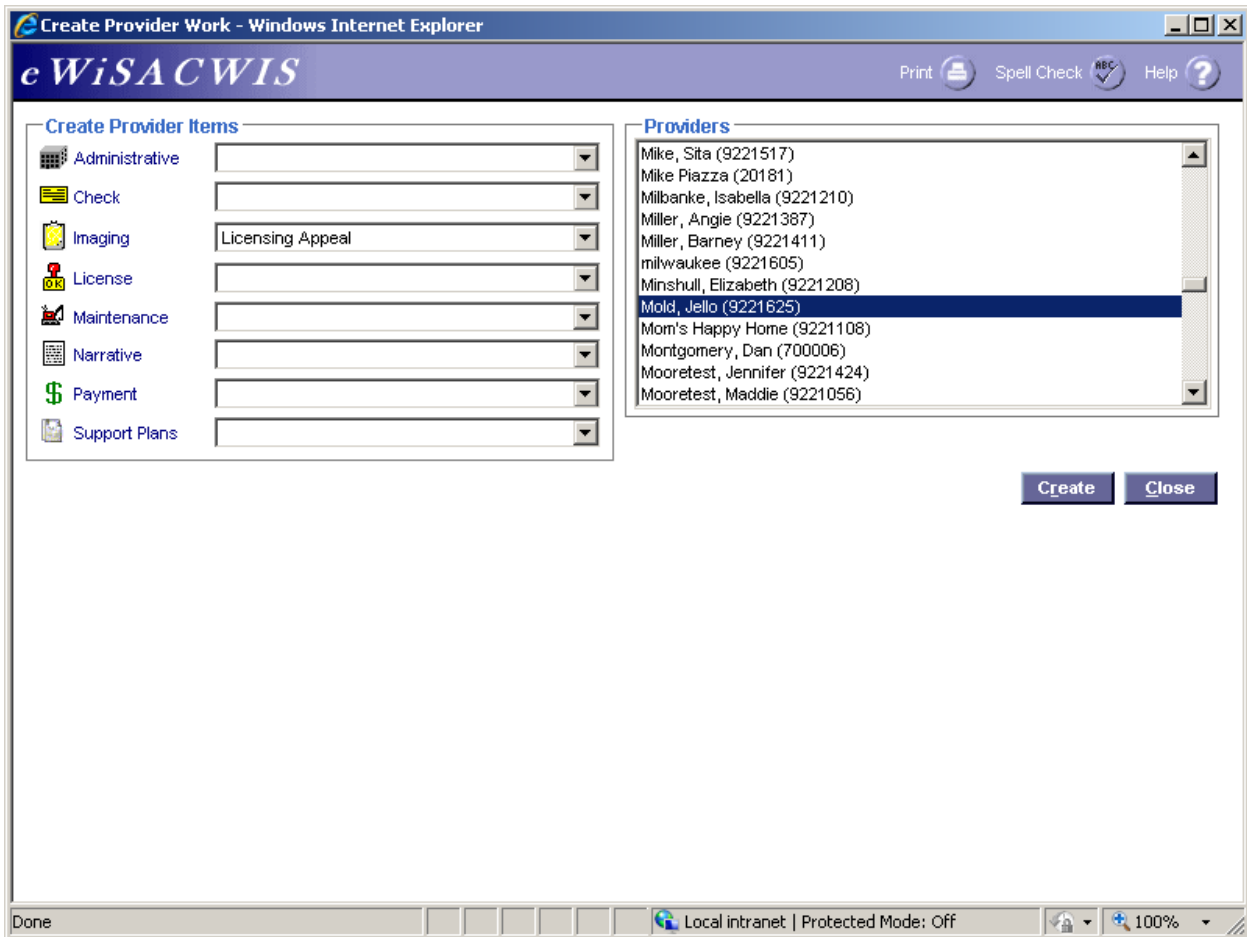
Done Trusted sites 100%

Documenting an image for a licensing appeal

Note: An imaging record for a licensing appeal can be documented from the Create Provider Work page and Licensing Appeal Details page. The scenario below details how to document an image for a licensing appeal using the Create Provider Work page.

1. From your desktop, click on the Provider Work icon . This will open the Create Provider Work page.

On the Create Provider Work page, select the category 'Licensing Appeal' from the Imaging drop-down, select the Provider, and click Create. This will open the Imaging page.



2. On the Imaging page, enter a Date of Document.
3. The Category will default to Licensing Appeal.
4. Make a selection from the Type field.
5. Make a selection from the License field. This list includes all instances denials, revocations, and non-renewals for the provider.

6. To attach a previously scanned document, click the Browse button. On the Choose File to Upload page, select the scanned file from the appropriate location/folder. Once the file is selected, click the Open button.
7. In the Name drop-down, select the provider member for whom the licensing appeal document is for. Enter any comments in the Comments field.
8. When all required fields have been completed, click Save. After clicking save, your name will appear in the Last Updated By field.
9. Click Close. A link to the imaging record created will display under the Licenses icon of the associated provider.